MONTGOMERY COLLEGE

Digital Learning Center -- Rockville

Set up ePortfolio Website Using WordPress

PART 2: Import Montgomery College WordPress Template

*****IMPORTANT:** Complete PART 1 instructions FIRST before starting PART 2. Using Firefox web browser to download the Montgomery College WordPress Template

1. Must Activate WordPress Account

***IMPORTANT: Confirm your email address with WordPress first

- Log into your Montgomery College email and look for the email that WordPress sent you in order to activate your WordPress account
- Open the email from WordPress to confirm your email address



NEXT

 Type in your Montgomery College email address or Username to log in your
 WordPress account

Click on the button Continue



- NEXT
- Type in your Password
- Click on the button Log In

2. Set Your WordPress Theme

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	Plan	Free
	Site	~
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	Customize	
	Themes	
B	Tools	~
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NEXT

• On the left area of your website (Menu Customization Options), click on the down arrow **Design** to select **Themes**



NEXT

• Once Themes are displayed, click on the middle button **Free** (It's located on the right of the box SEARCH BY)

IMPORTANT

 Montgomery College recommends you to select theme **Twenty Seventeen** which is used to import Montgomery College WordPress Template

Q, twenty seventeen	X All Free Premium
C Unlock ALL premium themes with our Premium and Business plans!	View Plans
WordPress.com themes ①	▲ Upload Theme
Twenty Seventeen	0

NEXT

 In the SEARCH box, type in twenty seventeen. Then, the theme Twenty
 Seventeen which is the image "Aloe Pot" appears in the search

• Click on the image **Aloe Pot** to be the theme for your website



Thanks for choosing

Twenty Seventeen

by the WordPress team

DO NOT Customize Site!

Learn about this theme

NEXT

• Once theme **Twenty Seventeen** is selected, click on the button **Activate this design FREE**

- NEXT
- <u>DO NOT click on the button Customize</u>
 <u>Site!</u>
- You will see the message Thanks for Choosing Twenty Seventeen
- Click on the button Learn about this theme



NEXT

• Once the theme Twenty Seventeen is activated, click on the link **My Site** (It's on the top left of your site)

- STOP HERE!
- DO NOT close your website!

3. Download the Montgomery College WordPress Template IMPORTANT

First, you will need to download the **Montgomery College WordPress Template** before you will import the template into your website



At the web browser, type in

http://mcblogs.montgomerycollege.edu/eportfolio/

 At the Montgomery College ePortfolio homepage, click on the middle menu icon ePortfolio Setup



NEXT

 At the ePortfolio Setup in WordPress page, scroll down at the bottom of the page. Then, click on Download the Montgomery College WordPress Template

• DO NOT open the file "<u>eportfolio-</u> <u>content.zip (10.0 KB)</u>"

IMPORTANT

Without extracting the zip file (**eportfoliocontent.zip**), you cannot import the Montgomery College WordPress Template Content

Opening eportrolio-content.zip	
You have chosen to open:	
🔢 eportfolio-content.zip	
which is: Compressed (zipped) Folder (10.0 KB)	
from: http://mcblogs.montgomerycollege.edu	
What should Firefox do with this file?	
○ <u>O</u> pen with Windows Explorer (default) ~	
Do this <u>a</u> utomatically for files like this from now on.	
OK Cancel	

- NEXT
- Click on the button Save file. Then, click on OK



Downloads > eportfolio-content > sampleeportfoliosite.wordpress.com-2017-08-	 NEXT The extracted file
^ Name	"sampleeportfoliosite.wordpress-2017-08- 10.001.xml" will be imported into your website
sampleeportfoliosite.wordpress.2017-08-10.001	 DO NOT open the file <u>sampleeportfoliosite.wordpress-2017-08-</u> 10.001.xml"
	 DO NOT close the Downloads folder STOP HERE!

4. Import Montgomery College WordPress Template IMPORTANT

You will need to import the extracted file (sampleeportfoliosite.wordpress-2017-08-10.001.xml) into your website

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	Import	
	Export	
	Marketing	
	Earn	
	Activity	
2633	Manage	\sim

NEXT

• At your website, click on the link **My Site** (It's on the top left of your website)

• On the left area of your website (Menu Customization Options), click on the down arrow **Tools** and select **Import** (It's the second option under Tools)

← Back	Import
Import Import co documen	: Another Site ontent from another site into Site Title. Learn more about the import process in our support tation. Once you start importing, you can visit this page to check on the progress.
Ŵ	WordPress Import posts, pages, and media from a WordPress export file.
M	Medium Import posts, tags, images, and videos from a Medium export file.
B	Blogger.com Import posts, pages, comments, tags, and images from a Blogger.com export file.

NEXT

At the Import area, click on the button
 Start Import (its' located inside WordPress)
 (Import posts, pages, and media from a
 WordPress export file)

IMPORTANT

The extracted file

(sampleeportfoliosite.wordpress-2017-08-

<u>10.001.xml</u>) that is STILL located in the **Downloads** folder

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The Fame Same Ven Print Que Copy Opboard Oppoare Oppoare Oppoare € → ↑ ↑ € epc) samplepotiolization. Samplepotiolization.	New Properties (Control of Start)	WordPress Import posts, pages, and media from a WordPress export file. Upload a WordPress export file to start importing into Achiever. A WordPress export is an XML file why our page and post content, or a zip archive containing several XML files. Need help exporting your content?
Qaick acces Qaick acces New download Ondline Deline Jobjects Delicop	ne ampleportfaksite.ondpress.2017.48-10.001	Drag the File sampleeportfoliosite. wordpress-2017-08-10.001.xml HERE!
Counterts Demotests Music Fitures Vites		Canal

Import Your Content

We found one author on your WordPress site. Because you're the only author on Achiever, all imported content will be assigned to you. Click Start Import to proceed.

mbaachieve

Cancel Start Import

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Bring content hosted elsewhere over to WordP Find out what we currently support.

Import posts, pages, and media from a WordPress export file.

WordPress

eportfoliosite

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- NEXT
- Drag the extracted file

(sampleeportfoliosite.wordpress-2017-08-10.001.xml) located in the Downloads folder
Drop the file into WordPress designed area (Drag a file here, or click to upload a file)

NEXT

• Click on the button Start Import

Import Your Content Bring content hosted elsewhere over to WordPress.com.	
WordPress	
All done! Check out Posts and Pages to see your imported content.]
	View Site

NEXT

 Once the extracted file
 (sampleeportfoliosite.wordpress-2017-08-10.001.xml) is imported successfully. All done!

Click on the button View Site



NEXT

Now, you need to log out your website

 Click on the **Person** icon (It's on the left of the Bell icon top right corner of your site) to log out your site,

• STOP HERE! IMPORTANT

 You will need to log into your email to look for the email that WordPress sent you in order to confirm your WordPress import (<u>Your</u> <u>WordPress import was successful</u>)

Continue PART 3 -- Customize Your
 Montgomery College ePortfolio Website